## Management Control Evaluation Checklist Chaplain Activities - Contracting for Chaplain Clergy Services

R	EGULATION NUMBER:	AR 165-1
D	ATE OF REGULATION:	27 MAR 98

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Assessable Unit: (Mailing address and phone number)					
Function. The function covered by this checklist is Contracting for Civilian Clergy Services.					
<b>Purpose.</b> The purpose of this checklist is to assist assessable unit managers, Management Control Administrators (MCAs), and Chaplaincy Resources Managers in evaluating the key management controls outlined below. It is not intended to cover all controls.					
<b>Instructions.</b> Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on the enclosed DA Form 11-2-R (Management Control Evaluation Certification Statement.)					
<b>Supersession.</b> This checklist replaces the checklist for "Chaplain Activities-Contracting for Civilian Clergy Services" previously published in DA Circular 11-93-2.					
<b>Comments.</b> Help to make this a better tool for evaluating management controls. Submit comments to: ATTN DACH-IMB, Office of the Chief of Chaplains, 2700 Army Pentagon, Washington DC 20310-2700.					
Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number)	<b>Date of Evaluation</b>				
<b>Evaluation Results:</b> (Document the evaluation results on DA Form 11-2-R, in item 7)					

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		RESPONSE			TESTING APPROACH		
TEST QUESTIONS	Y E S	N O	N / A	Document Analysis	Direct Observation	Sampling	Simulation
1. Does the nonpersonal services contract have service definitions that clearly define the nature of the services to be performed?							
2. Does the contract state services to be performed in terms of number of services or products times the applicable rate?							
3. Has the MACOM staff chaplain granted an exception to policy to contract for civilian clergy?							
4. Has the contract been reviewed by the Staff Judge Advocate for legal sufficiency and tax implications as a nonpersonal services contract?							